



JOB DESCRIPTION

Title: **PROGRAM COORDINATOR**
Department: Heritage Center
Class Code: 5260
FLSA Status: Non-Exempt
Effective Date: July 1, 1982 (Rev. 02/2009)
Grade Number: 17

GENERAL PURPOSE

Under general supervision from the Heritage Center Director, performs a variety of program duties through planning, organizing and implementing activities for senior adults.

EXAMPLE OF DUTIES

- *-- Plans and coordinates a variety of programs and activities; responsible for center publicity; promotes center functions.
- *-- Recruits and supervises instructors and evaluates Program staff as assigned; takes disciplinary action as necessary.
- *-- Assists in managing the volunteer program by interviewing, selecting, training and supervising center volunteers.
- *-- Responsible for communicating schedule of activities to staff and volunteers; maintains information network.
- *-- Keeps current with center operations and procedures; assists in center operations when needed; responsible for opening-up and closing duties as applicable; responsible for correct procedures of receipting, documenting and safe storage of program money; substitutes for the Director in her absence.
- *-- Keeps current and accurate program records; submits reports in a timely manner.
- *-- Initiates and maintains contact with related agencies, organizations and businesses; stays current with issues affecting senior citizens and programming.
- *-- Responsible for upholding federal, state and local policies and regulations; for promoting safe work practices.

- *-- Substitutes for vehicle driver on 20 passenger bus when needed.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college or university with a bachelor's degree in gerontology, recreation, social work and one (1) years experience in a related field or any equivalent combination of education and experience.

Special Requirements

- Must be proficient with word processing skills on a computer.
- CDL license with passenger endorsement within six (6) months of hire.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of gerontology; considerable knowledge of recreational activities for senior adults; knowledge of supervisory duties; working knowledge of public relations.
- Ability to coordinate and direct programs and activities; ability to establish and maintain effective working relationships with senior adults, volunteers and other agencies; ability to communicate effectively verbally and in writing; ability to follow written and oral instructions.

TOOLS & EQUIPMENT

- Personal computer, including word processing and database software; calculator; copy and fax machine; phone; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.